



**National Association of Black Accountants, Inc.**  
**7474 Greenway Center Drive – Suite 1120**  
**Greenbelt, Maryland 20770**  
**Phone: (301) 474-NABA (6222)**  
**Fax: (301) 474-3114**  
**[www.nabainc.org](http://www.nabainc.org)**

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## **Vacancy Announcement**

### **Administrative Assistant September 2009**

The purpose of this position is to provide key administrative support for activities related to the day-to-day administrative operations of the National Association for Black Accountants, Inc. (NABA) to ensure National Office efficiency. This position also has a strong focus on program development and membership operations, as the administrative assistant will provide key support in these program areas.

#### **Core responsibilities**

1. Provide exceptional receptionist responsibilities to internal and external customers by answering multi-line telephone system and appropriately triaging calls.
2. Provide key administrative assistance to the Program Development program area on activities related to the execution of multiple professional and student operational activities.
3. Provide key administrative assistance to the Membership Operations program area including data entry, assembling new member packets, processing mailings, and establishing positive relationships with members and program contacts.
4. Conduct research; draft and manage documents.
5. Create and maintain presentations, advanced level spreadsheets and reports including charts, formulas and links to other associated documents.
6. Screen incoming written and verbal communications and resolve inquiries. Monitor various association e-mail accounts on a daily basis. Triage e-mails to appropriate personnel and respond to inquiries as requested.
7. Coordinate schedules, travel and meetings as requested.
8. Provide additional administrative support as required. This includes but is not limited to maintaining National Office calendar; triaging mail, faxes, correspondence and deliveries; maintaining an inventory of and ordering office supplies; and, processing express shipments and courier service requests.
9. Maintain administrative files for assigned program areas.
10. Additional responsibilities as assigned.

***“40 Years, One NABA”***



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## **Qualifications**

The ideal candidate will be a resourceful, adaptable, and mature individual with good judgment and a solid administrative assistant skill set. In addition, the candidate should possess excellent oral and written communication skills and advanced skills with Microsoft Office and AMS applications. A positive, upbeat attitude, the ability to handle multiple tasks under time-sensitive deadlines, and the ability to work with minimum supervision and handle confidential matters with discretion are key requirements for this position. Candidate must demonstrate initiative, attention to detail and excellent customer service skills. This position will support several program areas. Bachelor's degree preferred or 3 years of administrative/project support experience required.

**Salary:** Commensurate with experience

**Closing Date:** Resumes will be reviewed on a continuous basis until the position is filled.

Please submit a cover letter, current resume, and salary expectations to [resumes@nabainc.org](mailto:resumes@nabainc.org). Please include Administrative Assistant position in the subject line.

## **Equal Employment Opportunity**

The National Association of Black Accountants, Inc. (NABA) is, and has been from its inception, an equal opportunity employer. NABA will not discriminate against any employee or applicant on the basis of sex, race, color, ethnic background, religious belief, national origin, ancestry, age, marital status, pregnancy, sexual orientation, veteran status, actual or perceived, physical or mental disability or history of disability, perceived medical condition, actual medical condition, including genetic condition and the sickle cell trait, pregnancy, pregnancy related conditions, family responsibilities, personal appearance, matriculation, political affiliation, unfavorable military discharge. NABA will comply with all applicable federal and local laws relating to employment as a matter of policy and practice. NABA's policy has always been to hire and to promote individuals solely on the basis of merit and their ability to perform, and to comply in this respect with all applicable laws.

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